Appendix A

| NUCLEAR WASTE MANAGEMENT PROGRAM<br>Sandia National Laboratories | **Machine Readable Media**<br>External Label Example and Indexing Needs | **Form Number:**<br>**NP 17-1-1**<br><br>**Page 1 of 3** |
|---|---|---|

Activity/Title: _____

Records Center Identifier No. _____        Organization: _____
(to be issued by the Record Center)

Author _____
          Print                              Signature

Date(s) Generated: _____        WBS (Task)#: _____

## I.  COMPUTER-GENERATED RECORDS

**1. FORMAT TYPE AND SPECIFICATIONS**

**A. Tape**

☐  0.5-in nine track tape reel
☐  0.25-in tape cassette
☐  4-mm tape cassette
☐  8-mm tape cassette
☐  Bernoulli
☐  DLT
☐  Other: _____

**B. Floppy/Disk**

☐  3.5-in            ☐  Removable Disk
☐  5.25-in          ☐  Zip
☐  8-in               ☐  Jazz
☐  Other: _____   ☐  DVD
                              ☐  CD ROM

**2. HARDWARE/SOFTWARE INFORMATION**

**A.  Hardware and Operating System** Used to Execute the Software

Include details regarding version, display, print, graphics, etc.
(e.g.:  SUN IPX Solaris 2.1; Gateway 486 D X2 66 Windows 5.1, DOS 6.2)

**B.  Application Software and/or Compiler** Used to Create Software

(e.g.:  Excel, Microsoft C v6.0)

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# Machine Readable Media
### External Label Example and Indexing Needs

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## I. COMPUTER-GENERATED RECORDS
## (continued)

**C. Description of Subject Matter of Executable Software**

Description may include: file layout; field names; field parameters; form of data-numeric, alphabetic, packed, decimal, float, real, integer, etc.; instructions to identify and interpret codes in file data.

**3. ADDITIONAL INFORMATION**

**A. Special Requirements** to Playback, Import/Export, Recompile, or Preserve Record

**B. Main Frame Computer** Record Length and Block Size

## II. AUDIO/VIDEO RECORDS

**1. FORMAT TYPE AND SPECIFICATIONS**

| A. Audio | B. Video -Size: | Type: |
|---|---|---|
| ☐ 3.75-in/sec on 0.25-in open reel | ☐ 0.75 in | ☐ Mil tape |
| ☐ 3.75-in/sec on 0.25-in cassette | ☐ 1-in | ☐ S-VHS tape |
| ☐ 7.5-in/sec on 0.25-in open reel | ☐ Other: _____ | ☐ BETACAM tape |
| ☐ 7.5-in/sec on 0.25-in cassette | | ☐ DVD |
| ☐ CD ROM | | ☐ CDROM |
| ☐ DVD | | ☐ Other: _____ |
| ☐ Other: _____ | | |

**2. DESCRIPTION OF SUBJECT MATTER**

Description may include: major topics; test plans; activity; track number(s) reflecting starting times of major topics.

| Machine Readable Media<br>**External Label Example and Indexing Needs** | **Form Number:**<br>**NP 17-1-1**<br>**Page 3 of 3** |
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### (To Be Adhered Directly to the Reel/Cassette/Tape/Floppy/Disk)

### SAMPLE

**Records Center Identifier No.:** _____

**Nuclear Waste Project:** _____

**Test/Activity:** _____

**Author/Organization:** _____

**Date(s):** _____ **WBS#** _____

**Summary of Machine Readable Record:**

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**I. RECORDS CENTER IDENTIFIER NO.**

To be issued to client by the Records Center <u>prior</u> to record generation and labeling

**II. NUCLEAR WASTE MANAGEMENT PROJECT**

Identify the appropriate Nuclear Waste : YMP, WIPP, GCD, SEDSS, BUC, or Other

**III. TEST PLAN OR ACTIVITY**

Identify the Test Plan or Activity that this material supports

**IV. AUTHOR/ORGANIZATION**

State the Test Principal Investigator and the Organization which generated the record
*(First Name initial, middle initial, full last name)  (Organization number)*

**V. DATE(S)**

Indicate the date(s) the record was generated <u>not</u> the date the media was labeled

**VI. SUMMARY OF CONTENTS**

Include any information valuable to the identification of the record

EXAMPLES:  1. **Computer-Generated Record,** e.g.: INTERA's WIPP PERM data-acquisition software program disks include:  a directory listing stating the file name (first five characters define test series, remaining three characters define test sequence),   file size, and date

2. **Video or Audio Record,** e.g.: Track number(s) with brief description of content